

## Scottish Episcopal Church

### Responsibilities of the Vestry Secretary

The following comprises a list of the main responsibilities which are likely to be expected of the Vestry Secretary.

1. The arranging of Vestry meetings, including agreeing and circulating Agendas.
2. The taking of Minutes at Vestry meetings, and their circulation to Vestry members and officials.
3. The convening of, and taking of minutes at, the Annual Meeting.
4. Attending to any relevant action points arising from the Vestry meeting.
5. Attending to the execution of routine Vestry responsibilities listed in that section, where those duties have been delegated. In particular, such duties may include
  - Maintenance of Diocesan Schedule
  - Annual submission of Schedules to Diocesan Office
  - Notification of changes in Schedules to the above office
  - Retention for reference of a copy of the Code of Canons, Digest of Resolutions and the Charge Constitution.
  - Liaison with the secretaries of Linked Charges
  - Assisting the Clergy in the completion of the annual statistical return to the Diocese and in the maintenance of congregational records where delegated by the Clergy.
6. Ensuring that new Vestry members are appropriately inducted including:-
  - Arranging the signature by them of the appropriate declarations (available from the diocesan website) – **Eligibility and Fit and Proper Person:**
  - Arranging the provision to them of the Scottish Episcopal Church guidance for Vestries available from the Diocesan website and the guidance produced by the Office of the Scottish Charity Regulator for Charity Trustees
  - Ensuring that new Vestry members are aware of the contents of the Charge Constitution